



FY2023 Transportation, Housing and Urban Development Appropriations Community Project Funding Request Submission Guidance Document

Please review this document prior to submitting your Community Project Funding (CPF) request form. You must submit answers to each question below and provide required documentation for your CPF request to be considered.

The CPF submission form can be found [here](#).

Due Date: (Noon) on April 14, 2022

Note: Only non-profit entities, public institutions, and state and local government entities are eligible to request projects. Projects cannot be designated for private individuals or for-profit entities. Submissions must include proof of community support (see examples below). The Subcommittee will only accept legally eligible requests under the following accounts:

- [Department of Transportation – Airport Improvement Program](#)
- [Department of Transportation – Highway Infrastructure Projects](#)
- [Department of Transportation – Transit Infrastructure Projects](#)
- [Department of Housing and Urban Development – Economic Development Initiatives](#)

To be considered, the project must be legally eligible for grants under these accounts and comply with all applicable laws, rules, and regulations related to the specific grant program. If you have questions about the appropriations community project submission process, please contact NC04CommunityProjects@mail.house.gov to discuss. Incomplete project requests will not be considered by the Committee.

Non-federal Project Sponsor Requesting Funds:

Primary Point of Contact (name, email, phone number, organization address):

Project Priority (if non-federal sponsor is submitting more than 1 project):

Short Name of Project:

Complete Description of Project (limit 1000 characters, including spaces):

Has this project been submitted to any other Member of Congress, if so please list the Members' name and a staff point-of-contact:

Is the entity to receive the funds a non-profit? If yes, provide documentation that the non-profit is a 501(c)3:

Attach a letter of support from the non-federal sponsor of the project or the project partner for the project being requested. If there is no official non-federal sponsor or project partner, this can be a letter of support from the community or city/county.

Why this project is a community priority?:

Amount of Request:

Additional guidance on Community Project Funding requests for eligible accounts:

Proof of Community Support

All submissions may include but are not limited to:

- Letters of support from elected community leaders;
 - Press articles highlighting the need for the requested community project funding;
 - Support from newspaper editorial boards;
 - Projects listed in state intended use plans, community development plans, or other publicly available planning documents;
 - Resolutions passed by city councils or boards; and/or
 - Other compelling evidence of community support.
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Department of Transportation – Airport Improvement Program (AIP)

AIP community project funding requests shall be used for enhancing airport safety, capacity, and security, and mitigating environmental concerns. All projects must be:

- AIP eligible in accordance with sections 47101 to 47175 of title 49, United States Code, and [FAA policy and guidance](#).
- Supported broadly by local stakeholders, including residents, businesses, and elected officials.
- Administered by an airport and/or airport sponsor.

The average award in this account for FY22 was **\$4 million**. Note that the Committee may consider project amounts of up to \$7 million for FY23, but any caps will be determined by the Chairman after reviewing the full universe of requests. Please ensure community project funding requests are not duplicative of requests to another Committee or Subcommittee.

Community project questions in the database for AIP:

- Project Name.
 - EXAMPLE: *Rehabilitate runway 6/24, Airport Name (3 letter or number airport code), City, State (2 letter postal code).*
 - NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding goes to the correct project and location and must include both the name of the airport and the airport code.
- General description of the project and why it is needed.
- What are the benefits of this project and why is it a priority?
 - NOTE: Benefits could include safety, environmental, economic, equity, mobility, etc. This description will not appear in the House report.
 - EXAMPLE: *Constructing a new apron (50,000 square feet) will reduce the risk of aircraft-to-aircraft and aircraft-to-ground vehicle incursions by 40 percent.*
- Amount requested for the community project for FY23 and the total project cost.
 - NOTE: The community project funding may be a subset of the total project cost.
- Can the project obligate all appropriated funds within 12 months after enactment?
 - If not, what would be the expected date of obligation?
 - NOTE: Obligation occurs when a project sponsor signs a grant agreement with a federal agency.

- Estimated start and completion dates.
- Has the request been submitted to another Subcommittee or Committee this fiscal year?
 - If yes, which one(s)?
- Does the project have other public (federal, state, local) and/or private funds for the required cost-share and committed for the forecasted operations and maintenance costs?
 - If so, what is the source and amount of those funds?
- Does the project require an environmental review?
 - If so, what is the status and/or outcome of the environmental review and National Environmental Policy Act (NEPA) category of action (if applicable)?
- How will the project contribute to the airport's [disadvantaged business enterprise goals](#)?
- Has the project received previous Federal funding?
 - If so, how much and which public law (e.g., appropriations act or authorization act) provided it?
- Is the project [AIP-eligible](#)?
- Has the airport submitted a grant application for this same project to FAA?
 - If so, when?
- Would the project increase or decrease air traffic?
- Would the project increase or decrease aviation safety?
- Would the project increase or decrease environmental risks?
- Does the airport and airport sponsor support the project?
- Are there any stakeholders - such as residents that live near the airport, state or local officials, state department of transportation officials - that oppose the project?

Department of Transportation – Highway Infrastructure Projects

Highway Infrastructure Projects are capital projects eligible under title 23 of the United States Code. Eligible projects are described under Section 133(b) of title 23, United States Code, as amended by title III of division A of the Infrastructure Investment and Jobs Act. Tribal and territorial capital projects authorized under Chapter 2 of title 23, United States Code, are also eligible. All projects must be:

- Capital projects or project-specific planning/design for a capital project.
- Supported by the state or Tribal government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
- Administered by public entities or Tribal entities.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include general operating expenses, and activities required under sections 134 and 135 of title 23, United States Code. The average award in this account for fiscal year 2022 was **\$2.7 million**. Note that the Committee may consider project amounts of up to \$7 million for FY23, but any caps will be determined by the Chairman after reviewing the full universe of requests.

Community project questions in the database for Highway Infrastructure Projects:

- Project Name.
 - EXAMPLE: *Main Street widening and resurfacing, City, State, Congressional District*. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District).
 - NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding goes to the correct project and location.
- General description of the project and why it is needed.
- What are the benefits of this project and why is it a priority?
 - NOTE: Benefits could include safety, environmental, economic, equity, mobility, etc. This description will not appear in the House report.

- EXAMPLE: *Widening and resurfacing Main Street will allow the local government to add a turn lane to reduce congestion. It will also allow for safety upgrades at Avenue D where there is a high level of accidents.*
- Amount requested for the community project.
- Total project cost.
 - Provide the amount of the total cost of the project as outlined in the STIP or TIP, if applicable.
- Can the project obligate all appropriated funds within 12 months after enactment?
 - If not, what would be the expected date of obligation?
 - NOTE: Obligation occurs when a project sponsor signs a grant agreement with or receives an allotment by a federal agency.
- Estimated start and completion dates.
- Has the request been submitted to another Subcommittee or Committee this fiscal year?
 - If yes, which one(s)?
- Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance?
 - If so, what is the source and amount of those funds?
 - NOTE: The cost-share requirements are defined in statute and vary based on activity, location, and other factors.
- Does the project require an environmental review?
 - If so, what is the status and/or outcome of the environmental review and National Environmental Policy Act (NEPA) category of action (if applicable)?
- Type of project eligible under 23 USC 133(b):
 - NOTE: Drop down options will include: Highway, Bridge, EV Charging Infrastructure, Wildlife Crossing, Bike/Pedestrian, and Other (please specify).
- Where is the project in the construction process?
 - NOTE: Drop down options will include: Planning and Environmental Review, Final Design, Right of Way, Capital purchase or lease, Construction, and Other (please specify).
- Was the project on a State, Tribal or territorial Transportation Improvement Plan (STIP) or a transportation improvement plan (TIP) as of 12/31/2021?
 - If yes, please provide a link to the plan.
- Please provide the STIP or TIP ID Number and specify which plan (ex. North Carolina STIP, New York Metropolitan Transportation Council TIP) the ID Number comes from.
 - EXAMPLE: See ID Number circled below. The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.

DIVISION 1

ROUTE/CITY COUNTY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH (Miles)	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)
RURAL PROJECTS					
NC 45 BERTIE	R-5809 H141741	HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY.	24.8	23589	2219

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- Please provide a history of federal funding for the project, if any. Include both formula funds and any discretionary grants.
 - EXAMPLE: *FY20 TIGER/BUILD Grant: \$10 million; FHWA Formula Funds: \$5 million.*
- If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.
 - EXAMPLE: *Unidentified State funds will compose 10 percent of the remaining cost and previously identified federal formula funds (STBG) will make up the rest.*

Department of Transportation – Transit Infrastructure Projects

Transit Infrastructure Projects are public transportation capital projects eligible under chapter 53 of title 49 of the United States Code. Eligible capital projects are described under Section 5302(4) of title 49, United States Code, and Section 5339(b)(1) and (c)(1)(B) of title 49, United States Code. All projects must be:

- Transit capital projects or project-specific planning/design for a transit capital project.
- Supported by the state, local governmental authority, or Tribal government that would administer the project.
 - Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
- Administered by public entities or Tribal entities.

Public transportation or transit is defined in Section 5302(15) and (22) of title 49, United States Code, as regular, continuing shared-ride surface transportation that is open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include intercity passenger rail transportation, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intra-terminal or intra-facility shuttle services.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include general operating expenses, and activities authorized under sections 5303, 5304, and 5305 of title 49, United States Code. The Subcommittee will continue to treat the Capital Investment Grants (CIG) program as programmatic requests and will not fund CIG projects under Transit Infrastructure Projects, consistent with the fiscal year 2022 process. The average award in this account for fiscal year 2022 was \$2.5 million. Note that the Committee may consider project amounts of up to **\$7 million** for FY23, but any caps will be determined by the Chairman after reviewing the full universe of requests.

Community project questions in the database for Transit Infrastructure Projects:

- Project Name.
 - EXAMPLE: *Electric buses and charging infrastructure, City, State, Congressional District*. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District).
 - NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding goes to the correct project and location.
- General description of the project and why it is needed. • What are the benefits of this project and why is it a priority?
 - NOTE: Benefits could include safety, environmental, economic, equity, mobility, etc. This description will not appear in the House report.
 - EXAMPLE: *Acquiring electric buses and related charging infrastructure will increase the safety and efficiency of the bus fleet, and reduce the overall greenhouse gas emissions for the transit agency.*
- Amount requested for the community project.
- Total project cost.
 - NOTE: Provide the amount of the total cost of the project as outlined in the STIP or TIP, if applicable.
- Can the project obligate all appropriated funds within 12 months after enactment? If not, what would be the expected date of obligation?
 - NOTE: Obligation occurs when a project sponsor signs a grant agreement with a federal agency. • Estimated start and completion dates.
- Has the request been submitted to another Subcommittee or Committee this fiscal year?
 - If yes, which one(s)?
- Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance?
 - If so, what is the source and amount of those funds?
 - NOTE: The cost-share requirements are defined in statute. In general, transit capital projects typically require 20 percent local share.

- EXAMPLE: *Local sales taxes are committed for 25 percent of the funds.*
- Does the project require an environmental review?
 - If so, what is the status and/or outcome of the environmental review and National Environmental Policy Act (NEPA) category of action (if applicable)?
- Type of project eligible under 23 USC 133(b):
 - NOTE: Drop down options will include: Highway, Bridge, EV Charging Infrastructure, Wildlife Crossing, Bike/Pedestrian, and Other (please specify).
- Where is the project in the construction process?
 - NOTE: Drop down options will include: Planning and Environmental Review, Final Design, Right of Way, Capital purchase or lease, Construction, and Other (please specify).
- Was the project on a State, Tribal or territorial Transportation Improvement Plan (STIP) or a transportation improvement plan (TIP) as of 12/31/2021?
 - If yes, please provide a link to the plan.
- Please provide the STIP or TIP ID Number and specify which plan (ex. North Carolina STIP, New York Metropolitan Transportation Council TIP) the ID Number comes from.
 - EXAMPLE: See ID Number circled below. The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.

DIVISION 1

ROUTE/CITY COUNTY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH (Miles)	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)
RURAL PROJECTS					
NC 45 BERTIE	R-5809 H141741	HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY.	24.8	23589	2219

-
- Please provide a history of federal funding for the project, if any. Include both formula funds and any discretionary grants.
 - EXAMPLE: *FY20 TIGER/BUILD Grant: \$10 million; FHWA Formula Funds: \$5 million.*
- If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.
 - EXAMPLE: *Unidentified State funds will compose 10 percent of the remaining cost and previously identified federal formula funds (STBG) will make up the rest.*

Department of Housing and Urban Development – Economic Development Initiative (EDI)

EDI community project funding may be used for economic and community development activities, including land or site acquisition, demolition or rehabilitation of housing or facilities, construction and capital improvements of public facilities (including water and sewer facilities), and public services. Requests may also include planning and other activities consistent with previously funded activities eligible under the Community Development Block Grant (CDBG) program (title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 et seq.)), unless otherwise specified. EDI community project funding is not eligible for the reimbursement of expenses for activities or costs incurred prior to the obligation of funds, if such activities are not eligible under the CDBG program. Capital and operating expenses for fire and police stations are not eligible for EDI community project funding.

All projects must be:

- Supported broadly by local stakeholders, including residents, businesses, and elected officials.
- Administered by governmental or non-profit entities, including public housing agencies, as well as tribes and tribally designated housing entities.

The average award in this account for fiscal year 2022 was **\$1.5 million**. Note that the Committee may consider project amounts of up to \$4 million for FY23, but any caps will be determined by the Chairman after reviewing the full universe of requests.

Community project funding questions in the database for EDI:

- Project Name.
 - EXAMPLE: *Main Street elderly services facility improvements, City, State, County, Congressional District, or Tribe*. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Congressional District, or Tribe).
 - NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding goes to the correct project and location.
- General description of the project and why it is needed.
 - EXAMPLE: *For capital improvements, including roof repairs, accessibility alterations (installation of ramps and handrails, restroom alterations) and related equipment, labor and materials, within the County's oldest senior services facility.*
- What are the benefits of this project and why is it a priority?
 - NOTE: Benefits could include safety, environmental, economic, equity, mobility, etc. This description will not appear in the House report.
 - EXAMPLE: *These improvements will improve the health and safety of more than 350 seniors that rely on services provided through the center for supplemental meals and health services, as well as to meet requirements under the Americans with Disabilities Act (ADA). As a result of a closure of a nearby community services facility within the County, improvements are necessary to address a recent increase in demand for elderly services and the need to expand the services available at this elderly services facility, which is in close proximity to the County's largest elderly housing development.*
- Amount requested for the community project funding and the total project cost.
- Can the project obligate all appropriated funds within 12 months after enactment?
 - If not, what would be the expected date of obligation?
 - NOTE: Obligation occurs when a project sponsor signs a grant agreement with a federal agency.
- Estimated start and completion dates. o Has the request been submitted to another Subcommittee or Committee this fiscal year?
 - If yes, which one(s)?
- Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance?
 - If so, what is the source and amount of those funds?
 - NOTE: EDI community project funding does not have a match requirement.
- Does the project require an environmental review?
 - If so, what is the status and/or outcome of the environmental review and National Environmental Policy Act (NEPA) category of action (if applicable)?
- Is the project purpose primarily for services, new construction, rehabilitation, land or site acquisition, planning, or economic development?
- Does the project primarily benefit persons of low-income or Tribal communities?
 - If yes, please describe who the project is intended to benefit.
- Who are the community partners participating in this project?
- If the project purpose is for new construction or land or site acquisition, does it comply with local zoning requirements?
- Is the project included or supported by an identified priority area within a state or local HUD Consolidated Plan? If yes, please provide a link to the plan.
- Is the project intended to address climate change, resiliency, mobility, or equitable access to housing or services?